

Application for Use of Facilities

Center Name & Staff Contact: _____

Applicant: Please provide complete information as requested in this application. Please print.

Full name of applicant: _____

* Please note: Applicant is expected to be the onsite supervisor of the activity and the contact person

Address: _____ City: _____ State: _____ Zip: _____

Name of organization requesting facility: _____

Does this organization have official non-profit status (501c3 designation)? No Yes Not available

Your position with the above group/organization: _____

Billing address (if different from above): _____

Equipment or other items that will be used: _____

Day of week and date(s) desired: _____

Time of use (including set-up and clean-up: From _____ a.m. p.m. to _____ a.m. p.m.

Type of event/activity (describe fully): _____

Estimated attendance: Spectators _____ Participants: Adults _____ Youth _____

Will fees be charged for this activity? No Yes, fee is \$ _____

Will tickets, admissions/donations be collected for this event/activity? No Yes, Price \$ _____

Will sales or money transfers occur on site? No Yes, explain _____

Proceeds will be used for: _____

Applicant: Please read this statement and sign below.

I certify that I am the authorized representative of the above organization that the above statements are true to the best of my knowledge. I agree to be responsible for the safe keeping of the facilities used for the above activity and for payment of all charges. I further agree that the property will be used in accordance with the policy adopted by the Sequatchie Valley Planning and Development Agency (hereafter called SVPDA) Board of Directors and the resulting administrative guidelines.

I personally, and on behalf of the above organization, agree that I and the organization shall indemnify, defend, and hold harmless SVPDA, its officers, agents, and employees from any claims, actions, liability, or costs, including attorney fees and other costs of defense, arising out of or in any way related to the use and occupancy allowed under this agreement and arising from the sole or joint negligence of the Lessee, its members, officers, agents, spectators, or invitees.

The Lessee shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with its activities. In addition, Lessee shall be responsible for any loss, damage, or destruction of property belonging to SVPDA caused by the sole or joint negligence of the Lessee.

Any exception or waiver of these requirements shall be subject to review and approval by SVPDA's Chief Operating Officer.

All users of SVPDA property shall comply with all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Signature of applicant: _____ **Date:** _____

SVPDA Office Use Only

Approval can only be given by either the Chief Operating Officer or the Fiscal Director.

Signature: _____ Date: _____

Chief Operating Officer or Fiscal Director

A copy of this agreement should be left at the center, and all after hour's telephone numbers of managers should be provided to the individual using the building. In addition, a responsible staff person must monitor use of the facility and be available if any problems arise.